

DMA Policy: # 3-0165

Name: RECRUITMENT AND SELECTION POLICY

Reference: MOM 3-0165

Reference Other: _____

Approval

Signature: _Randall Mosley/s_____

Effective Date: May 7, 02

RECRUITMENT AND SELECTION POLICY

I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the State of Montana Department of Military Affairs to provide equal employment opportunity (EEO) and equal services of this agency to all persons regardless of race, color, religion, creed, sex, national origin, age, disability, marital status or political belief.

II. COMPLIANCE WITH PREFERENCE RULES

The agency will follow the guidelines for the administration of the Veterans Preference and the Disabled Persons Preference Act in selecting internal or external candidates for hire.

PROCEDURES

I. INITIATION OF RECRUITMENT PROCESS

As a vacancy occurs, a new or updated position description (when the duties of the position have changed or if the position has not been factored under BFM) must be submitted by the supervisor of the position to the appropriate Division

Administrator or designee. The position description must include a description of the position, role and function, qualifications, and duties and responsibilities (including the fundamental job duties, or "essential functions" as referred to in the Americans with Disabilities Act of 1990). *An Agency Request to Fill Form must be completed and submitted in addition to the position description to the Division Administrator or designee.*

The Administrator or Designee will review the supervisor's recommendation and submit it to the agency Personnel Officer thru CSD Administrator. The Personnel Officer will submit the vacancy fill request packet. Supplemental questionnaires will be developed by the supervisor in cooperation with the Personnel Officer.

II. POSITION ANNOUNCEMENT

The completed position announcement and supplemental questions with answers, if applicable, will be reviewed and approved by the submitting Administrator or designee.

The Administrator or designee will advise the Personnel Officer of the type of recruitment sources to be used and geographical area to be covered, and if the position is to be recruited in the Department (internal) only, or outside the Department (external).

Prior to external recruitment, the Personnel Officer will submit the position announcement to the Job Service RIF Registry as mandated by the Employee Protection Act, 2-18-1201, et seq., MCA. Qualified applicants received through the RIF Registry must be considered for the vacant position. If there are no qualified applicants received from the RIF Registry, the Personnel Officer will proceed with the external recruitment process, which may include the following recruitment sources:

Montana daily newspapers

Montana local employment offices

Placement offices of Montana universities and colleges

Minority and affected class organizations in Montana

Appropriate national sources for positions anticipated as difficult recruitment

Other State agencies

Organizations for the Disabled

In-house - to Department of Military Affairs (to provide for program continuity and upward mobility)

The Personnel Officer will publicize the position(s) and respond to inquiries and applications. All applications, supplemental questionnaires, credentials, portfolios, and letters of interest will be routed to the Personnel Officer. For specific vacant positions, the Personnel Officer will accept completed applications on or before the deadline date. The position announcement date will be established a minimum of two weeks prior to the deadline date to allow for preparation and return of the completed application materials. Exception would be for emergency recruitment situations, or Internal Recruitment.

III. UNSOLICITED REQUESTS

Applications will only be accepted for specific positions that are being recruited. Applications that are received by the Department of Military Affairs that have not been directed to a specific position that is open for recruitment will be returned by the Personnel Officer to the sender with a letter stating: (Example) "Thank you for expressing an interest in employment with the Department of Military Affairs. Currently the Department does not have job vacancies in your area of interest."

I am returning the application materials that you submitted, as we only accept applications for positions that are open. For your information, when we have vacant positions, we recruit in the Montana daily newspapers, placement offices of Montana universities and colleges, Montana employment office of the Department of Labor and Industry, as well as other appropriate recruitment sources."

IV. SCREENING PROCESS

The appropriate Administrator or designee will provide the Personnel Officer with the name(s) of the screening/interview committee, which would usually be comprised of the immediate supervisor of the position, the Administrator or designee, and/or other staff familiar with the requirements of the position. The selection/interview committee chairperson should be the immediate supervisor of the position being filled, and the number of the committee should be a minimum of three, but not more than five.

After the established deadline for receipt of completed applications, the Personnel Officer will review all application materials for completeness and accuracy and will submit appropriate applications and screening decision form to the screening/interview committee. The screening decision form will be completed and signed by committee members.

V. INTERVIEW PROCESS

The Administrator or designee will notify the Personnel Officer as to the names of the successful applicants who are to be interviewed in order to set up a date, time and place of interview, and provide the Personnel Officer with the names of the interview committee.

The Administrator or designee may request the participation of the Personnel Officer on the interview committee.

It is the discretion of the appropriate Administrator or designee to appoint a "non-associate" to serve on the interview committee to help alleviate any perception of bias toward a "local" applicant.

The interview process includes, but is not limited to, a standard set of questions reviewed and approved by the Personnel Officer. Technical questions may be devised for positions requiring special knowledge, skills, and abilities. The applicants will be rated on the interview based on their responses.

The interview materials will include an applicant log with preference noted and instructions on the required process (e.g., screening criteria, scoring procedures, etc.) when requested.

Candidates will be given an opportunity to review the job announcement and, when appropriate, the interview questions just prior to the interview.

VI. SELECTION PROCESS

Each individual committee member will complete the Interview Report Form and initial the report by his or her name. The interview committee will complete a Hiring Decision Form, which identifies the recommended candidate(s) and will be signed by each member of the committee.

Reference checks will be completed by the supervisor or Personnel Officer and documented for the selected candidate(s)' past employer(s), etc.

On completion of satisfactory reference checks, the appropriate Administrator or designee will provide the Personnel Officer with the name, application materials, and reference information of the committee's selected candidate(s). When appropriate, the Personnel Officer, may submit the information to the Director; and upon approval of the Director, with exception to Veteran's Services, the Personnel Officer will inform the appropriate Administrator or designee. On behalf of the Director, the Personnel Officer, appropriate administrator or designee will offer the position to the selected candidate, giving classification, grade, step, salary, and starting date. Should the selected candidate not accept the offer, other approved candidates may be offered the position. If no acceptance is received, the recruitment process is rescheduled. All unsuccessful applicants will be notified after the recommended candidate accepts the position. The notification, in writing, of unsuccessful applicants will be the responsibility of the Personnel Officer.

The Hiring Decision Form, individual committee member interview report forms, all applications and attendant papers will be returned to the Personnel Officer upon completion of the interview process.

The Personnel Officer will compose a letter for the Division Administrator's signature to verify by mail the terms of the employment offer, including the position number, grade, salary, and start date. A copy of this letter along with the application will then be sent to the Payroll Office and placed in the DMA Employee Personnel File.

VII. INTERNAL PROCESS

The Division Administrator will make the determination on internal selections for the Department of Military Affairs positions on a case-by-case basis. For internal recruitment a State of Montana Application Form and Supplemental Questions and other appropriate materials will be completed and returned to the Personnel Officer by the closing date. When copies of materials are needed from the Personnel File for completion of an application, the Personnel Officer will provide the same to the applicant. All interested, qualified Department of Military Affairs employees are encouraged to apply for internal positions.

Current employees applying for a vacant position will be considered equally with other candidates.

VIII. RETENTION OF DOCUMENTS

All applications, related correspondence and attendant material will be retained by the Personnel Officer for no less than three years.